JOB DESCRIPTION

Volunteer

Position Title: Emergency First Response Team (EFRT) First Aid Internal Coordinator

Term of Office: September 1 to April 30 (summer preparation required)

Supervisor: EFRT Director

Remuneration: Volunteer

Hours of Work: 5-7 hours per week in addition to 12 Supervisory Shifts per month

General Scope of Duties
The First Aid Coordinator is responsible for organizing all aspects pertaining to First Aid Courses run by the EFRT, the internal operations of the EFRT.

Major Duties and Responsibilities

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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<tbody>
<tr>
<td>Supervisory Function</td>
<td>2540%</td>
<td>▪ Attend all EFRT Executive meetings, team meetings, and team trainings; ▪ Volunteer for shifts and monitor the executive radio; ▪ Enforce team protocol in accordance to the Operating Policy; ▪ Assist the Orientation/Training coordinator with orientation and recruitment during the fall. ▪ Ensure that the equipment check forms are being filled out properly ▪ Coordinate Team members for staffing for external events outside of normal shift operations</td>
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<tr>
<td>Financial &amp; Budgeting Function</td>
<td>15%</td>
<td>▪ Prepare financial plans for First Aid program, set course revenue goals and submit them to the Program Director; ▪ Prepare timesheets for First Aid instructors and liaise with the MSU Accounting Department.</td>
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<tr>
<td>Communications Function</td>
<td>340%</td>
<td>▪ (given to scheduling coordinator) ▪ Communicate with MSU Accounting office to organize course dates and confirm registration ▪ Communicate with various First Aid partners in the community ▪ Liaise with MUSC Administration to book rooms for trainings, meetings, etc. ▪ Organize and communicate office cleans and weekly linen services</td>
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Advertising & Promotions Function 30%
- Liaise with MacCycle and other external services for maintenance of bikes as well as supply of team equipment
- Offer and run first aid courses to the McMaster community throughout the academic year.

Other 320%
- Inventory and monitor team medical and first aid course supplies. Submit supply requests on a regular basis to the Program Director;
- Order and liaise with Canadian Red Cross to ensure adequate course supplies
- Ensure all First Aid Courses are staffed and supplies are set up prior to course start
- Participate in transition for the incoming Coordinator
- Assist other Executive members as necessary
- Maintain professionalism while engaged in EFRT activities
- Review emergency call reports for quality assurance purposes
- Assist other Executive members as needed
- Liaise with Red Cross Training Partners to organize a First Aid Instructor course
- Provide transition for the incoming First Aid Coordinator

Knowledge, Skills and Abilities
- EFRT resource knowledge
- Ability to work effectively as an individual and within a team
- Organizational and time management skills are an asset
- Leadership and supervisory skills
- Written and verbal communication skills
- Public relations skills
- Commitment and dedication

Effort & Responsibility
- Judgment required to make decisions about EFRT’s First Aid program strategies
- Judgment required to make decisions when representing the team to the community

Working Conditions
- Some duties can be performed while in the office, on call additional work must be completed at home
- Support from other EFRT Executive and team members
- Time demands may exceed stated hours of work

Training and Experience
- Previous experience with EFRT is required
- Standard First Aid and CPR Instructor
- Emergency Medical Responder with CPR level HCP
- Previous leadership experience

Equipment
- Basic computer software use
- Knowledge of EFRT equipment including radio and first aid equipment